

Commission for the Environmental Cooperation (CEC) Action Plan
July 9-11, 2012

	Item	Responsibility	Target date	Action/Status
1.	Finalize dates and location	EC	2011	<ul style="list-style-type: none"> • Date and Location confirmed.
2.	On-site visit Hotel	CEC	March 2012	<ul style="list-style-type: none"> • Tour of the accommodations, facilities, meeting rooms, etc. - Assignment of meeting rooms - Review all requirements
3.	Venue contracts signature	CEC	March 15	<ul style="list-style-type: none"> • Liliana signed and sent contracts to the Hotel
4.	Venue contract	EPA	TBC	<ul style="list-style-type: none"> • Official opening reception
5.	Audio Visual / Equipment	CEC	May 31	<ul style="list-style-type: none"> • Make arrangements for all activities throughout event for interpretation and webcast
6.	Interpretation	CEC	May 31	<ul style="list-style-type: none"> • Arranged for interpreters for English/French/Spanish throughout event for all activities
7.	Photographer	EPA	TBC	<ul style="list-style-type: none"> • Arrange for photographer for: <ul style="list-style-type: none"> - Reception August 10 - Ministers' group photo August 10 - Verify whether photos can be delivered next day for distribution to Ministers/VIPs
8.	Security	CEC	June 15	<ul style="list-style-type: none"> • Arrange for security on 24 hour basis • Send name badge samples and color scheme to security company Ensure security staff have photos of ministers who likely won't be wearing badges
9.	Menus Breakfast and lunch	CEC	June 30	<ul style="list-style-type: none"> • Dietary restrictions to be forwarded to hotel, including vegetarian options
10	Menus Welcoming reception	EPA	TBC	<ul style="list-style-type: none"> • Dietary restrictions to be forwarded to venue, including vegetarian options. Provided by CEC
11	High Speed Internet Lines	CEC	June 30	<ul style="list-style-type: none"> • Arrange for high speed Internet. (please refer to logistics table for rooms needing high speed Internet.
12	Telephone Lines	CEC	June 30	<ul style="list-style-type: none"> • Arrange for telephone lines (please refer to logistics table for rooms needing telephone lines)

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13	Photocopiers (2)	CEC	June 22	<ul style="list-style-type: none"> • Make arrangements for : <ul style="list-style-type: none"> - 2 large photocopiers - Ensure there is an extra toner cartridge - Ensure there is a technician on site - Ensure with hotel to accommodate commercial photocopier
14	Printers for secretariat rooms (2)	CEC	June 22	<ul style="list-style-type: none"> • Make arrangements for : <ul style="list-style-type: none"> - 2 printers - Ensure with hotel to accommodate printers.
15	Printers for delegation rooms	CEC	June 22	<ul style="list-style-type: none"> • Please refer to logistics table for number of printers needed - Ensure there is enough paper to print (CEC).
16	Computers (PCs/laptops)	CEC	June 22	<ul style="list-style-type: none"> • Please refer to logistics table for number of computers needed • LANs to be set-up within CEC secretariat and legal drafting. CEC IT guy on site to help. Computer technician to be on-site until delegation is finished for the day
17	Exchange of Gifts	EPA	TBC	<ul style="list-style-type: none"> • Gifts for Ministers to be purchased. (US and Mexico)
18	Signage	CEC	June 22	<ul style="list-style-type: none"> • Ensure with hotel if large signage allowed in hotel lobby • Logo and wording for signage (in all 3 languages) provided by CEC (Liliana)
19	On-site Support	CEC	TBC	<ul style="list-style-type: none"> • Coordinate hosts/security for each of the delegation and meeting rooms • Schedule shifts if applicable • Request volunteers for support in meeting rooms • Meet with volunteers to review requirements, schedule, protocol, etc.

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20	Table Flags	CEC	June 30	Mexico / USA / Canada <ul style="list-style-type: none"> Table top flags and bases for registration table, head table for JPAC public, head table for Council public and Council private. Please refer to logistics table for number.
21	Flags	CEC	June 30	Mexico / USA / Canada <ul style="list-style-type: none"> 2 sets of 6' x 3' flags with poles for main rooms.
22	Local Airport	EPA	TBC	<ul style="list-style-type: none"> Coordinate with airport for VIP service
23	Transportation	EPA	TBC	<ul style="list-style-type: none"> Arrange transportation: <ul style="list-style-type: none"> for Ministers transfers for official opening reception Organize shuttle service for <u>official dinner</u> if applicable
24	Walkie-talkies	CEC	June 30	<ul style="list-style-type: none"> Request units and charging kits. Please refer to logistics table for number
25	Office Supplies	CEC	June 30	<ul style="list-style-type: none"> Provide office supplies (Liliana)
26	Embassies/consulates	EPA	TBC	<ul style="list-style-type: none"> Contact Canadian and Mexican embassies to inform that environment Ministers are coming to New Orleans
27	Hotel accommodations	CEC	June 18	<ul style="list-style-type: none"> Reservations to be made for participants receiving financial assistance via rooming list. Other reservations to be made by individuals Using the hotel's Passkey link:
28	Ministers accommodations	CEC	June 1	<ul style="list-style-type: none"> Arrange for Ministers suites. Get check-in/check-out dates from 3 countries
29	Name Badges/Tent Cards	CEC	June 30	<ul style="list-style-type: none"> CEC to prepare name badges / tent cards

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30	Cell/contact numbers (key people and services)	CEC	June 22	<ul style="list-style-type: none"> • Provide list of telephone numbers of each delegation room • Provide list of cell numbers of key people • Include color of badges on listing • Include taxi, drug stores and hospitals info around the area <p><i>To be posted in each delegation room</i></p>
31	On-site Room Set-up	CEC	July 7 and July 8	<ul style="list-style-type: none"> • Set up and testing
32	Logistics scenario with Host Logistics Team	Liliana	July 7 or July 8	<ul style="list-style-type: none"> • Meeting with Host logistics team and volunteers to review scenario and roles